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BFW Meeting Minutes
November 27, 2017
Provost's Conference Room

In Attendance: Lisa Gabbert (CHASS), Alison Cook (Business), Jennifer Duncan (Library), Ralph Meyer (Agriculture), Patrick Belmont (CNR), Shawn Olsen (Extension), Scott Henrie (Eastern), David Law (Regional Campuses), Marissa Vigneault (CCA).

Excused: Dale Wagner (Education), Koushik Chakraborty (Engineering), Bob Brown (Science)

- 1.) Discussion of and planning for the BFW annual report, which Michelle Hillard in the Provost's office must receive by January 8th.
 - a. We will include a description of Spring 2017 meeting where the Committee discussed merit and COLA increases with the President and Provost and made recommendations for how these should be allocated. We should also summarize what we understand happened on the ground in the various colleges.
 - b. Description of our initial fall meeting, summarizing what the Committee aims to achieve. Our goal is to get the committee back in line with the directives expressed in the USU Faculty Code. Specifically, we are currently focusing on how best to participate in the university's budget process, report on faculty salaries and benefits, and provide feedback to changes in academic programs.
 - c. Brief summary of 2 fall meetings with Provost and President.
 - d. Next Steps to be proposed in the report:
 - i. We should get a meeting with the President and Provost in mid-January prior to the legislative session so that we understand the institution's budget priorities. We should then have a meeting following the session in order to know what was achieved.
 - ii. Alison suggested we should also get a seat at the Exec table to see how the salary question is actually resolved once administrators begin to hammer out the details.
 - e. We still need to put representatives on the benefits advisory committee.
- 2.) Longer term project? Should we start investigating comparing our salaries to those at peer institutions? Ongoing, this would provide data for implementing more equitable salary increases. Alison will check with AAA to see if these numbers are readily available. The committee concurred that we want think about how to share this information in a way that is constructive rather than divisive. Lisa has seen an older report comparing USU faculty salaries to other Utah schools and will attempt to track it down.
- 3.) Patrick had a question about how per-diem rates are set here at USU. He is going to contact HR and report back to us.

Respectfully submitted
Jennifer Duncan